

gram. Je p 22

So your church needs a new roof? Ja p 41
Using portable units for church building space. N p 21
Your fellowship hall can serve many purposes. Jl p 31

CHURCH Publications

How to make your newspaper "newsy." O p 20

CHURCH Public relations

Build better 'other church' relationships. O p 25
Usher training pays. O p 17

CHURCH Secretary

Help for the answer lady. Ap p 33
Secretary's corner.*

CHURCH Staff

Checking into staff meetings. F p 17
Full-time staff meetings with a part-time staff. F p 15
How to be a minister's minister. Ap p 29
How to do better work with a part-time secretary. F p 3
Part-time minister of recreation may be your answer, a. F p 10
Pastor and part-time music director working together, the. F p 7
Work more effectively with your part-time minister of education and youth. F p 13
CLARK, Charles W.
Planning with a volunteer music director. S p 33

CLARK, George
Brother Fringe feels unconventional. Ag p 48
Brother Goodbody finds power in the blood. F p 48
Brother Goodbody gets his spirits dampened. Je p 48
Brother Goodbody makes a big splash in oil. Jl p 48
Brother Goodbody's secret affair. O p 49
Lord, teach us to pray. . . . Ja p 49
Melvin Monotone brings new light. D p 49
Ministered unto. Mr p 48
On the feeding of sheep. Ap p 48
Priscilla makes more than coffee. My p 48
Sister Charity, angel of mercy. S p 44
Thanksgiving with a little something extra. N p 49

CLARK, Ida M.
Monopoly, scrabble, and fruit basket turnover. Jl p 25

COMMUNICATION

Ministry of translation, the. Je p 32
Write—enlarge your ministry. S p 28
CONLEY, Thomas H.
After you've crossed your frustration threshold. Jl p 22

CONTINUING Education

Filling in the gaps. O p 34
Help for the mature minister. S p 24
COOPER, James L.
Now or never. Ja p 14
COUCH, Bob
Church weekday education committee. Ag p 39
COUCH, Martha
Extended session, the. Mr p 29

COUNSELING

Counseling in crisis. Jl p 28
CRUMPLER, Frank
Vision: key to evangelistic growth. F p 29
DALE, Robert D.
How to write a resume'. O p 29
Who was that masked man?: or the art of saying goodbye to your church. S p 26
DANIELSON, Jim
Self evaluation for committee members. Ag p 25
DAVIDSON, James E.
Seeking wholeness in later ministry. Ja p 17
DAVIS, C. P.
Art of decision making, the. Je p 17
DAVIS, Lee E.
Church stewardship committee. Ag p
Developing stewards in your church. My p 46
It's a matter of integrity. Ja p 46
Midyear or all year? Mr p 46

DEACON Ministries

Challenge of lay involvement in denominational life, the. Mr p 10
Equipping your deacons to care. Mr p 8
My deacon cared. Mr p 3
Resources for deacon ministry. Mr p 13
DeLOACH, J. T.
Do you dare create a climate for disagreement? Jl p 37
DOGGETT, Charles
Now's the time to plan your 1981 summer mission trip. O p 33

DUKE, Irma
I'm not a scholar—but I can pray. Jl p 33
DUNKIN, Leslie E.
Sharpen your memory. N p 33
DUNN, Jimmy F.
Church nominating committee. Ag p 27
DYKE, Charles E.
Avoiding conflict. Mr p 31
DYKES, David O.
Full-time staff meetings with a part-time staff. F p 15
EDWARDS, Mark D.
Help your people worship through music. S p 13
EMMETT, William C.
Sack-satchel society. Je p 30

ENERGY Conservation

Grading for energy efficiency. D p 26

ENLISTMENTS, Missions

It rang a bell. N p 23

ETHNICS

Confused about sponsoring an ethnic mission? S p 35

EVANGELISM

Tell: a witness process. Mr p 28
FAGAN, A. R.
Ordeal or opportunity. Ja p 44
FARMER, Jane
Free to be me. Je p 42
Gift that blesses, a. Mr p 41
FOLPRECHT, William
Visualize the victory. Mr p 25

FOOD Service

Design, layout, and equipment for church food service. Ap p 3
For efficient food services—planning and

organization are important. Ap p 11
How to write food service policy. Ap p 16
Maximizing through service. Ap p 8
New foods can be fun. Ap p 14
Your church kitchen.*
FRANCIS, Mary E.
Preacher's wife, the. O p 43

FURLOUGH, Missionaries

We turned a house into a missionary home. N p 28
GENTRY, Don
Funny thing happened, a. Ja p 30
GEORGE, David C.
Getting your ministry off to a good start. Ja p 6
GLAZNER, Martha Jo
Apprentice—an opportunity for discipleship. D p 25
GRANT, Wilson Wayne
Most urgent mission field, the. F p 23
GRAY, Elmer Leslie
Agenda for a business meeting. D p 43
GREENWOOD, Richard
You can, I can—he will. Je p 8
GROVES, Richard
Identity problems of the minister of youth. Mr p 18
GRUBBS, Bruce
Authority in leadership. N p 3
HALL, Johnnie, Jr.
We turned a house into a missionary home. N p 28
HANCOCK, Maurice G.
Mission-action budgeting did something for our church. O p 45

HANDICAPPED

Helping after the storm. N p 30
HANEY, David
Bold new laity. Je p 34
HARPER, Mary
New foods can be fun. Ap p 14
HARRELL, Flynn T.
Alternatives to audits for churches. Ap p 20
Keep staff compensation current. Jl p 17
Protect your church's integrity. O p 16
HARRISON, Deanna
Please don't make me go to church. My p 44
HAYES, David W.
Work more effectively with your part-time minister of education and youth. F p 13
HEAD, K. Maynard
Bivocational minister and the association, the. D p 41
Linking church and pastor in a rewarding relationship. Ap p 44
Pastoral visitation and the bivocational minister. Mr p 43
HEDGES, Barbara J.
Getting ready to interview. Jl p 7
HICKMAN, Billy Lee
Funny thing happened, a. Ap p 42
HILL, L. Donald
Bivocational pastor and family relationships, the. Jl p 39
HITCHCOCK, Bucky
Funny thing happened, a. S p 36
HOLLOWAY, Jerry
Fear—paralyzer of church staffs. Ja p 26
HOLLAWAY, Lee
Filling in the gaps. O p 34
Help for the answer lady. Ap p 33
HOLT, Ralph E. Jr.

Church council in a transitional church, the.
D p 12
HOSKINS, Lucy R.
Secretary's corner.*

HUMOR

Funny thing happened, a. Hilda Casper.
Je p 35; Don Gentry. Ja p 30; Billy Lee
Hickman. Ap p 42; Bucky Hitchcock,
S p 36; Paul Kenley. Jl p 35; Luke
Lindsay. N p 45; William R. Morgan.
D p 45; Silena R. Pace. O p 32; Iva
Jewell Tucker. F p 34; Glenn L. Ward.
Mr p 33
Brother Fringe feels unconventional.
Ag p 48
Brother Goodbody finds power in the
blood. F p 48
Brother Goodbody gets his spirits damp-
ened. Je p 48
Brother Goodbody makes a big splash in oil.
Jl p 48
Brother Goodbody's secret affair. O p 49
Lord, teach us to pray . . . Ja p 49
Melvin Monotone brings new light. D p 49
Ministered unto. Mr. p 48
On the feeding of sheep. Ap p 48
Priscilla makes more than coffee. My p 48
Sister Charity, angel of mercy. S p 48
Thanksgiving with a little something extra.
N p 49
IVINS, John C.
Why have a Christian money management
emphasis? Ap p 47
JENKINS, David L.
Build better 'other church' relationships.
O p 25
Worship through the ordinances. S p 16
JENT, Glenn A.
Training committee members can be fun.
Ag p 14
JERNIGAN, Chester H.
Building trust for leadership. N p 11
JOHNSON, Michael D.
Checking into staff meetings. F p 17
KARSCHNER, Randy
How to be a minister's minister. Ap p 29
KENLEY, Paul
Funny thing happened, a. Jl p 35
KENYON, Richard, Jr.
Write your own installation service. Ja p 29
LACKEY, James V.
Extending our witness: starting new Sunday
Schools. Jl p 32

LAYMEN

Bold new laity. Je p 34

LEADERSHIP

Authority in leadership. N p 3
Being and self understanding. N p 17
Building trust for leadership. N p 11
Decisiveness in leadership. N p 14
Personhood in leadership. N p 8
LEE, Tom
Community-church survey and goal setting
worksheets. My p 8
Have a Sunday School evangelism work-
shop. Ap p 31
LEWIS, Roy F.
Building meaningful relationships. O p 11
Giving in worship. S p 11
LINDSAY, Luke
Funny thing happened, a. N p 45
LITTLEJOHN, Ronnie
Ministering to antagonists. D p 17

LOTTIE Moon

Lottie Moon's legacy lives on. N p 25
LOVORN, Tom E.
It pays to train your committees. Ag p 11
LOWERY, Jim
Church public relations committee. Ag p 43
McBAIN, John M.
Question: to pledge or not to pledge, the.
N p 46
McDONOUGH, Joan
How to do better work with a part-time
secretary. F p 3
McEACHERN, Alton H.
Write—enlarge your ministry. S p 28
McGEHEE, Fred
Developing healthy self esteem. O p 3
McKEE, Dan
How to revive your church council. D p 10
McLAUGHLIN, John R.
Confused about sponsoring an ethnic mis-
sion? S p 35
MADDUX, Larry
How to make your newspaper "newsy."
O p 20
MAJORS, Rachel
How to write food service policy. Ap p 16
MASSEY, Homer E.
Grading for energy efficiency. D p 26
MAYO, Mary
Design, layout, and equipment for church
food service. Ap p 3
MERRITT, Jean
Secretary's corner.*

MINISTERING

Sack-satchel society. Je p 30

MINISTERS, Life of

Building meaningful relationships. O p 11
Developing healthy self esteem. O p 3
Fired! D p 29
Getting your ministry off to a good start.
Ja p 6
Maintaining physical fitness. O p 13
Minister growing personally, the. Ja p 3
Minister while moving. F p 21
Now or never. Ja p 14
Preacher, smell the roses. O p 28
Preacher you're not superman! F p 26
Probing the preacher's values. O p 8
Seeking wholeness in later ministry. Ja p 17
What about vocational advancement in
ministry? Ja p 10
When the shoe is on the other foot. Je p 24
Who was that masked man?: or the art of
saying goodbye to your church. S p 26
Write your own installation service. Ja p 29

MINISTERS, part-time

Bivocational church staff, a. Ja p 33
Bivocational minister as administrator, the.
Je p 44
Bivocational minister, the. N p 39
Bivocational minister and the association,
the. D p 41
Bivocational pastor and family relationships,
the. Jl p 39
Called and committed. O p 37
Director of missions and the bivocational
pastor, the. F p 41
Linking church and pastor in a rewarding
relationship. Ap p 44
Pastoral visitation and the bivocational min-
ister. Mr p 43

MINISTERS, placement

How to write a resume'. O p 29

MINISTERS of religious education

Minister of education and interpersonal re-
lationships, the. Mr p 16

MINISTERS wives

Free to be me. Je p 42
Gift that blesses, a. Mr p 41
Letter of love, a. F p 42
Others. F p 42
Our first church. S p 39
Please don't make me go to church.
My p 44
Preacher's wife, the. O p 43
Preacher's wife a layperson? the. N p 41
Results are in . . . , the. Jl p 41
They too share. D p 39
What are you doing the rest of your life?
Ap p 43
When God answers us. Ja p 35

MINISTRY

Ministering to antagonists. D p 17

MINISTRY of youth work

Identity problems of the minister of youth.
Mr p 18

MINISTRY to mentally handicapped

Caring for the mentally ill and their families.
O p 22

MISSIONARIES, children of

What churches can do to help "missionary
kids." Je p 11

MISSIONARIES, life of

Adopting missionary parents. Je p 14
Some missionary needs and how you can
help. Je p 3

MISSIONARIES, prayer

You can, I can—he will. Je p 8

MISSION service corps

Time and place for you! a. S p 29

MISSIONS, literacy

Does your church need a literacy ministry?
F p 32

MONTGOMERY, Felix E.

Minister growing personally, the. Ja p 3
Personhood in leadership. N p 8

MORGAN, William R.

Funny thing happened, a. D p 45

MYERS, Carlton, L.

Counseling in crisis. Jl p 28
More than one church. F p 19

MYERS, F. Marvin

Church property and space committee.
Ag p 30

OAKLEY, Jerry D.

Selecting good committee members. Ag p 3

OATES, Wayne E.

What motivates you to motivate. Je p 36
OWNESBY, Idus V.

Church food service committee. Ag p 34
Usher training pays. O p 17

PACE, Silena R.

Funny thing happened, a. O p 32

PATTERSON, Leon

Why churches are using together we build.
F p 46

PAULSON, Donald N.

Prayer in worship. S p 8
PETERSON, Charles E.
 Checklist for handling your church's money, a. Ja p 45
PHILLIPS, Dan Kenneth
 When twenty-four hours a day isn't enough. S p 19
PIERCE, Katherine J.
 Our first church. S p 39
PIPPIN, Wanda Smith
 Some missionary needs and how you can help. Je p 3
POTEET, Jerry M.
 Church staff performance reviews/appraisals. Jl p 14
POWELL, James L.
 Enthusiasm makes the difference. Mr p 45

PRAYER

I'm not a scholar—but I can pray. Jl p 33
VAN PROYEN, Dirk
 Managing pastor, the. Jl p 19

PUBLIC relations

Church public relations—a cost-effective plan. D p 35
 Visualize the victory. Mr p 25
 Your church sign speaks loudly. D p 33

RACE relations

Live peaceably with all. F p 47
RAMSEY Howard
 Tell: a witness process. Mr p 28
RASMUSSEN, John
 Salvaging the problem worker. S p 21
REDDING, Gary C.
 Groundbreaking: a day to remember. Je p 46
RENAULT, James O.
 Right to die, the. N p 42
RIDDLEHOOVER, Jack
 Decisiveness in leadership. N p 14
ROACH, Fredrick E.
 Challenge of lay involvement in denominational life, the. Mr p 10
ROBBINS, Richard S.
 Visitation shortcuts that become setbacks. D p 31
ROBERTSON, Mike
 Time and place for you! a. S p 29
ROOK, William C.
 Understanding conflict in the church. D p 15
ROSE, Morton F.
 Don't be afraid of your church council. D p 3
RUSH, John E.
 Give new members more than a handshake. N p 47
 Tithers commitment program can strengthen your church. Ag p 47
 Which budget program is best for your church? Jl p 47
RYAN, James L.
 Help for the mature minister. S p 24
SALLEE, Stephen Elden
 Helping after the storm. N p 30
SAYE, Lee
 Stress and the church administrator. Ja p 22
 Better church council meetings. D p 8
SCOTFORD, John R.
 Getting a church to think. F p 35
SEAGLE, Cecil W.
 Equipping your deacons to care. Mr p 8
SELF, Jerry
 Live peaceably with all. F p 47

SHAW, Aubrey V.
 Organizing for financial control. D p 21
SHEFFIELD, James A.
 How to evaluate. Mr p 35
SHERMAN, Cecil E.
 Probing the preacher's values. O p 8
SHORT, Eunice
 Adopting missionary parents. Je p 14
SHOTWELL, Bob Edd
 Finding good church staff members. Jl p 3
SHULL, Lonnie H. Jr.
 My deacon cared. Mr p 3
SMITH, Roland A.
 Avoiding legal problems in a building program. Je p 22
 Your fellowship hall can serve many purposes. Jl p 31
SMITH, Truman S.
 What churches can do to help "missionary kids." Je p 11

SOCIAL change

Right to die, the. N p 42
SPEER, Michael L.
 Do you really want to increase the income of your church? Ag p 46
SPENCE, J. Stephen
 Glimpse into the future of educational tv in the church, a. Ja p 20
STANDERFER, Ernest D.
 Budgeting for church committees. Ag p 17
 Seeing the stars. F p 45
 Stewardship: need and neglect. Ap p 46
STANTON, Jim
 Part-time minister of recreation may be your answer, a. F p 10

STEWARDSHIP

Checklist for handling your church's money, a. Ja p 45
 Developing stewards in your church. My p 46
 Do you really want to increase the income of your church? Ag p 46
 Enthusiasm makes the difference. Mr p 45
 Give new members more than a handshake. N p 47
 Groundbreaking: a day to remember. Je p 46
 It's a matter of integrity. Ja p 46
 Midyear or all year? Mr p 46
 Mission-action budgeting did something for our church. O p 45
 October—a cooperative program opportunity. S p 42
 Ordeal or opportunity. Ja p 44
 Question: to pledge or not to pledge, the. N p 46
 Seeing the stars. F p 45
 Small churches can raise money. S p 45
 Stewardship: need and neglect. Ap p 46
 Tithers commitment program can strengthen your church. Ag p 47
 Why churches are using together we build. F p 46
 Why have a Christian money management emphasis? Ap p 47
STUART, Sally E.
 Noah, where are you? Mr p 22

STUDENT missionaries

Now's the time to plan your 1981 summer mission trip. O p 33

SUNDAY schools

Extended session, the. Mr p 29

Extending our witness: starting new Sunday Schools. Jl p 32
 Have a Sunday School evangelism workshop. Ap p 31
SUNDERLAND, Bobby
 Media and the evangelistic church. F p 30
SWETZER, Mary C.
 Others. F p 42

TEACHING aids and devices

Noah, where are you? Mr p 22

TELEVISION

Glimpse into the future of educational tv in the church, a. Ja p 20
TIDWELL, Charles A.
 How to keep from bogging down. O p 36
TOMLINSON, Ada E.
 World's largest weekly super sixties' program, the. Ap p 22
TONKS, A. Ronald
 Church history committee. Ag p 41
TREADWAY, Charles F.
 Church baptism committee. Ag p 36
 Church benevolence committee. Ag p 38
 Church Lord's supper committee. Ag p 37
 Maintaining physical fitness. O p 13
TRENT, Earle
 How to "nudge" a committee. Ag p 20
TUCKER, Iva Jewell
 Funny thing happened, a. F p 34
TURNER, R. Chip
 Write better job descriptions. Jl p 10
TURNER, Denise
 Reaching the child of divorce. Ap p 25
VAUDREY, Stephen, Jr.
 Accountability: key to performance. D p 23

VISITATION

Visitation shortcuts that become setbacks. D p 31
WADE, Lemuel F.
 Caring for the mentally ill and their families. O p 22
WARD, Glenn L.
 Funny thing happened, a. Mr p 33
WEBB, Henry
 Resources for deacon ministry. Mr p 13
WEDEL, Leonard E.
 What's keeping you from getting on top of your job? Ap p 40
WELCH, Edgar
 Preacher you're not superman! F p 26
WHITEHEAD, R. Don
 Ministry of translation, the. Je p 32
WINDSOR, Jerry M.
 For church clerks only. Mr p 21

WISDOM

Seven pillars of wisdom, the. Je p 26
WOOD, Tyrus, Jr.
 Church public relations—a cost-effective plan. D p 35

WORSHIP

Giving in worship. S p 11
 Help your people worship through music. S p 13
 Keeping the Bible central in worship. S p 3
 Prayer in worship. S p 8
 Worship through the ordinances. S p 16
WRENN, Paul E., Jr.
 Minister of education and interpersonal relationships, the. Mr p 16
YOUNG, Mary Todd
 Church preschool committee. Ag p 32